



If you are not satisfied with any aspect of the decision you, and any other person whose interests are affected by the decision, may apply to the Administrative Appeals Tribunal (AAT) to review the decision under the *Administrative Appeals Tribunal Act 1975*.

How to Apply

An application form is available from the AAT, but the use of the form is not essential and an application can be made by letter by including the following information:

- The date and details of the decision
- The name of the person who made the decision
- The reason(s) for your application
- An address and contact details where the AAT can contact you
- Be accompanied by the application fee of \$606.00 (this amount is subject to change and you should check this at the time of lodging your claim).

The application fee is not payable if you have been granted legal aid for the matter, or if you are:

1. The holder of one of the following cards issued by the Department of Social Security:
 - a. A health care card;
 - b. A health benefit card;
 - c. A pensioner concession card;
 - d. A Commonwealth seniors health card; or
2. The holder of any other card issued by the Department of Social Security or the Department of Veterans' Affairs that certifies entitlement to Commonwealth health concessions; or
3. An inmate of a prison or are otherwise lawfully detained in a public institution; or
4. A child under the age of 18 years; or
5. In receipt of AUSTUDY within the meaning of the AUSTUDY Regulations; or
6. In receipt of benefits under the Commonwealth student assistance scheme known as the ABSTUDY Scheme.

You may also apply for a waiver of the application fee on the ground that the payment of it would cause you financial hardship.

Time Limits for Applying to the AAT

There is a time limit of 28 days from the date on which the decision was made.

Contacting the Administrative Appeals Tribunal

National telephone number

The Tribunal has provided a national "local call fee only" number for the use of applicants in country areas of Australia. The telephone number is **1300 366 700**. You can use the number to call the Tribunal's office in the capital city of the State in which you live, for the cost of a local call.

If you live in the Northern Rivers area of New South Wales (and have a post code between 2460 and 2490), for the cost of a local call you will be connected to the Brisbane Registry of the Tribunal, as your matter will normally be handled from that office.

With the exception of the above, should you wish to contact an office of the Tribunal outside your State, the normal STD facilities should be used. If you are hearing impaired the Tribunal has a TTY service available on 1800 650 662. Hearing (induction) Loops are available at each Tribunal counter and in hearing and conference rooms.

The address and contact number of the AAT in each State and for the Northern Territory are given on the next page.

What the AAT Can Do

The AAT is a body independent of the Civil Aviation Safety Authority. It has the power to review decisions made by the Civil Aviation Safety Authority. If the AAT determines that the decision was not the correct or preferable one it can vary or overturn the decision.

Legal Advice

This notice is not provided by way of procedural or legal advice. Any person wishing to make an application to the Administrative Appeals Tribunal should make and rely upon his or her own enquiries concerning the commencement and conduct of proceedings before the Tribunal and should seek and rely upon his or her own legal advice.

How to Contact the AAT in Each State

Australian Capital Territory

Administrative Appeals Tribunal
4th Floor, Canberra House,
40 Marcus Clarke Street,
Canberra ACT 2600

Postal Address:
GPO Box 9955,
Canberra ACT 2601
Phone (02) 6243 4611
Fax (02) 6247 0962

Northern Territory

Administrative Appeals Tribunal,
Level 4, Commonwealth Law Courts
Cnr Tank & North Quay
Brisbane QLD 4001.

Postal Address:
GPO Box 9955,
Brisbane QLD 4001,
Phone (07) 3361 3000
Fax (07) 3361 3001

South Australia

Administrative Appeals Tribunal,
11th Floor, Chesser House,
91 Grenfell Street,
Adelaide SA 5000

Postal Address:
GPO Box 9955,
Adelaide SA 5001
Phone (08) 8201 0600
Fax (08) 8201 0610

Tasmania

Administrative Appeals Tribunal,
Commonwealth Law Courts
39-41 Davey Street,
Hobart TAS 7000

Postal Address:
GPO Box 9955,
Hobart TAS 7001
Phone (03) 6232 1712
Fax (03) 6232 1701

New South Wales

Administrative Appeals Tribunal,
Level 7
55 Market Street
Sydney NSW 2000

Postal Address:
GPO Box 9955,
Sydney, NSW 2001,
Phone (02) 9391 2400
Fax (02) 9283 4881

Queensland

Administrative Appeals Tribunal,
Level 4, Commonwealth Law Courts
Cnr Tank & North Quay
Brisbane QLD 4001.

Postal Address:
GPO Box 9955,
Brisbane QLD 4001,
Phone (07) 3361 3000
Fax (07) 3361 3001

Victoria

Administrative Appeals Tribunal,
Level 16, HWT Tower,
40 City Road,
Southbank VIC 3006

Postal Address:
GPO Box 9955,
Southgate, Melbourne VIC 3001
Phone (03) 9282 8444
Fax (03) 9282 8480

Western Australia

Administrative Appeals Tribunal,
Level 8, Quadrant Building,
1 William Street,
Perth WA 6000

Postal Address:
GPO Box 9955,
Perth WA 6001.
Phone (08) 9327 7200
Fax (08) 9327 7299

How to Contact the AAT's Principal Registry

The Tribunal's Principal Registry is split between Sydney and Brisbane. The Tribunal's President, Registrar and Policy and Research Section are located in Sydney. The rest of the Tribunal's Principal Registry is located in Brisbane.

To contact the Principal Registry in Sydney please use the contact details provided for New South Wales.

For Brisbane Principal Registry please phone (07) 3361 3062 or fax (07) 3361 3002. The postal address for Brisbane Principal Registry is the same as for Queensland.